

Attendance Policy

Under the laws of the Commonwealth of Massachusetts: “Every child between the ages of 6 and 16 is compelled to attend school.” Except in cases of illness or other extenuating circumstances, students are expected to be present when school is in session. Family vacations and trips, which are scheduled when school is in session, are not considered valid reasons for absence. Although teachers will allow students to make up missed assignments, tests, and quizzes, they are not required to prepare work in advance for a vacation related absence. In addition, teachers are not required to re-teach or tutor students when they return from a vacation. Furthermore, the classroom teacher will establish the appropriate timeframe for making up the work.

A student is allowed up to **14 unexcused absences total for a year- long course (5 block hours)** and **7 unexcused absences for a semester course (2.5 block hours)**. Attendance will be reviewed quarterly and each semester and noted on progress reports and report cards. Missing more than half of the class period due to unexcused tardiness will be counted as an absence for the class period.

Absence Note (Day Treatment Students)

A student is required to submit an absence note to the main office within two days of his/ her return to school. Notes do not eliminate/excuse absences, tardies, or dismissals; they indicate parent awareness of the absence.

Excusable Absences (Formal Documentation Required)

- Death in the family (parent, sibling, grandparent, aunt, uncle, niece, nephew, cousin.)
- Medical Appointment – formal documentation required from the appropriate health care professional
- School sponsored/sanctioned activities: field trips, class meetings, in-school or external suspension
- Religious Holiday Observance
- Legal/Court appointments- Court note required upon return to school